

NATIONAL HIGHWAY AUTHORITY

(Administration Wing)

27-Mauve Area, G-9/1, Islamabad

"Say No to Corruption"

No. 8(1)-HRD/NHA/INT/2022/732

January 12, 2022

C I R C U L A R

Subject: **TIMELY TRANSMISSION OF JOINING REPORT, ATTENDANCE SHEET, PERFORMANCE EVALUATION PROFORMA AND INTERNSHIP REPORT OF INTERNS ACCOMMODATED FOR PAID AND UNPAID INTERNSHIP IN NHA**

It has been reported numerous times to Chairman NHA through Pakistan Citizen's Portal (PCP) that some officers do not timely sign & forward requisite documents of interns to HRD Cell, NHA HQ & concerned Accounts Sections, due to which there is delay in issuance of internship completion certificates & payment of stipend to the interns.

2. In this connection, it is once again requested to all the concerned officers to forward the following requisite documents to HRD Cell in respect of interns who have joined/completed paid/un-paid internship in NHA for issuance of internship completion certificates: -

- i. Joining Report of Interns
- ii. Three Months Attendance Sheet of Paid & One Month Attendance Sheet of Un-Paid Interns signed by Concerned Officer.
- iii. Performance Evaluation Proforma of Intern filled by Concerned Officer.
- iv. 01 pager Internship Report prepared by Intern.

3. Furthermore, all the concerned Accounts Sections are requested to timely process the cases of stipend to pay interns.

4. The above is circulated for information and **strict compliance** by all the concerned, please.


(SYED ZAWAR HAIDER)

Director (HRD)

051-9032710

All Members, HQ/Zones

All GMs HQ/Regions/Projects

All DD (Maint)

All PDs

AD MIS

→ To be uploaded on NHA's Website